



WATER RESOURCES, DEPARTMENT OF CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	WATER RESOURCES, DEPARTMENT OF	RELEASE DATE:	Tuesday, November 3, 2009
POSITION TITLE:	Assistant Director of Safety (Level 2)	FINAL FILING DATE:	Thursday, November 19, 2009
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	10292009_5

POSITION DESCRIPTION

Under the direction of the Chief Deputy Director and Director, the Assistant Director of Safety is responsible for Department-wide oversight to develop, plan, organize, direct, and control the Department's Safety Program. Serving as the Department's Policy Advisor on Safety, the incumbent oversees the development and implementation, maintenance, and evaluation of all operational and strategic plans, policies, procedures, standards, and training programs based on the industry best practices; and compliance with Cal/OSHA requirements and accident and injury reduction to ensure the safety of all existing DWR facilities, employees, and the public. The incumbent develops the Mission and Vision for the Safety Program; documents the As-Is and To-Be Safety Program; identifies gaps between safety related functions within various Divisions/Offices and develops a plan to close those gaps to ensure consistency throughout the Department; provides consultation to the Executive Office, Division Chiefs, managers, supervisors, and program safety representatives on all safety related matters; conducts and oversees investigations of serious accidents and safety violations to determine the root cause and recommends appropriate corrective actions; and serves as liaison with Cal/OSHA, other federal regulatory agencies, State agencies, and local entities.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience

which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- a. Demonstrated extensive knowledge and understanding of the principles and practices of industrial safety and accident prevention.
- b. Demonstrated extensive knowledge and understanding of principles of maintenance, construction, electrical and industrial engineering.
- c. Demonstrated extensive knowledge and understanding of federal and State laws, rules, and standards relating to work safety, vehicle and construction equipment safety; automotive safety; accident investigation and reporting procedures.
- d. Demonstrated extensive knowledge of program and personnel management; Title 8 of the California Administrative Code and applicable provisions of the Labor Code and the health and Safety Code; applicable sections of federal laws and regulations; and Cal/OSHA requirements.
- e. Demonstrated ability to confer with the executive management, managers, supervisors, program safety representatives, Health and Safety Office, public agencies, federal agencies, and State agencies.
- f. Demonstrated ability to resolve issues and communicate in a professional manner that is conducive to cooperative relations for staff and the Department.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Assistant Director of Safety (Level 2)**, with the **WATER RESOURCES, DEPARTMENT OF**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

The examination process will consist of an application, resume and Statement of Qualifications evaluation conducted by a screening committee. The minimum and desirable qualifications listed above will be used as the standard to screen applications. Interviews may be conducted with only the most qualified candidates, if it is determined necessary in order to make a selection. The results of this examination will be used to fill the Assistant Director of Safety position and may be used to fill subsequent vacancies for this position for a period of up to twelve months. Each candidate will be ranked competitively and notified of their results. Applicants should take special care in accurately and completely filling out their application by listing all experience relevant to the announcement. Resumes may be attached to the STD 678. The "Statement of Qualifications" should not exceed two pages in length. It should describe a candidate's experience, knowledge and abilities relative to the desirable qualifications of the Assistant Director of Safety position. Specific examples must be

provided. The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

WATER RESOURCES, DEPARTMENT OF, Selection Services/Division of Management Services
P.O. Box 942836, 1416 9th Street, Room 320, Sacramento, CA 94236-0001
Mary Jo Schall | 916 653-4927 | mschall@water.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The WATER RESOURCES, DEPARTMENT OF reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>